

Virtual Clinic OpenEyes for Doctors (User Manual)

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Aims

This session is designed to introduce delegates to OpenEyes by presenting Healthcare professionals the technology to be able to document the clinical journey of patients under their care. The session aims to give the best practices on better patient care and management.

The Doctors will use mainly the '**Virtual Clinic**' functionality within OpenEyes for reviewing patients who have attended '**Virtual Clinic**'.

The following features are included in this course:

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Documentation History

Date	Version number	Revision details	Written by	Approved by
25/11/2014	0.1	First draft of document	Victoria Aina	OpenEyes Programme Office
16/01/2015	0.2	The flow of the document revised.	Victoria Aina	OpenEyes Programme Office

Document Status

This is a controlled document.

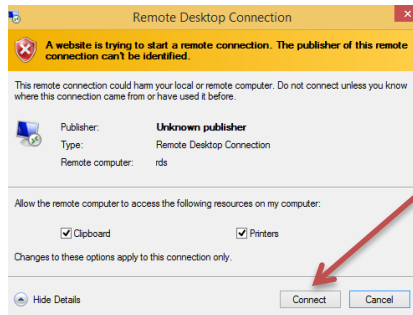
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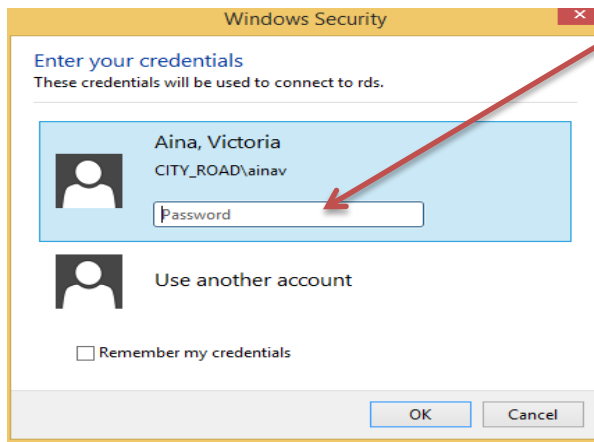
Logging on and Getting Started

The OpenEyes login page is case sensitive.

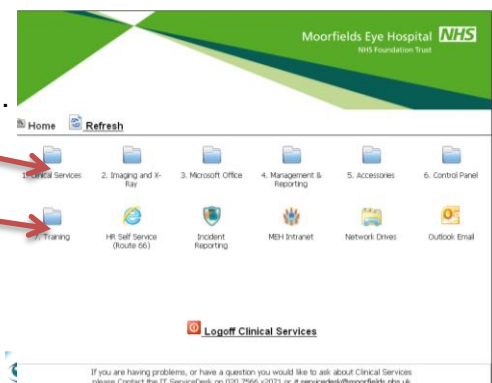
1. Select the clinical services link within the intranet.
2. The remote desktop pop up box opens, select the grey **Connect** button situated within the box.



3. Within the Windows Security pop up box enter '**Password.**'



4. Select Clinical services folder (for the live environment).
5. Select the Training folder (Training environment).



6. Launch **Open Eyes** by selecting (double clicking) the **OpenEyes Training** Icon.
7. Delegates will now have entered the OpenEyes page and be able to view the login page.
8. Enter Username and Password then select the blue login button **Login**.

Launch Virtual Clinic

1. Select Virtual Clinic from the tab located on the right hand side of the search screen.

You are logged in as: Enoch Root Site: City Road, Firm: Barton Keith (Glaucoma) (Change)

Home Virtual Clinic Theatre Diaries Partial bookings waiting list Logout

Search

Find a patient by Hospital Number, NHS Number, Firstname Surname or Surname, Firstname.

Enter search...

Search

2. Select the appropriate 'Virtual Clinic' from the drop down menu to confirm choice select the **Select** button.

You are logged in as: Enoch Root Site: City Road, Firm: Barton Keith (Glaucoma) (Change)

Home Virtual Clinic Theatre Diaries Partial bookings waiting list Logout

Virtual Clinic

Select Virtual Clinic: - Please Select - Select

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Need help? | openeyes.servicedesk@moorfields.nhs.uk | Ext. 2071 (Option 3)

OpenEyes

3. The 'Virtual Clinic' page opens.

You are logged in as: Enoch Root Site: City Road, Firm: Barton Keith (Glaucoma) (Change)

Home Virtual Clinic Theatre Diaries Partial bookings waiting list Logout

Glaucoma Virtual Clinic

Change Virtual Clinic

Patient List: - Please Select - Priority: - Please Select - Subspecialty: Glaucoma Firm: All firms Show Completed: ☐ Search

All Patient Lists All Priorities

Patient List	Patient	Priority	Referral Date	Firm	Created By	Clinic Info	Referral Notes	Actions
Clinic Reviewed	1000029 - 2384809686 - HAWKINS, Jessica (Mrs) (60)	red	18 Nov 2014	Barton Keith	Enoch Root	Follow up in 10 months at City Road	yes yes	Close Referral History
Clinic Reviewed	1000004 - 6288023071 - COBBY, Derek (Mr) (67)	-	17 Nov 2014	Barton Keith	Enoch Root	Follow up in 5 months at Barking	doing OK. continue in SMS	Close Referral History
Clinic Reviewed	1000056 - 2788136080 - AARONSON, Darby (Mr) (45)	-	13 Nov 2014	Barton Keith	Enoch Root	Follow up in 1 week at Boots Opticians		Close Referral History

Overview of Virtual Clinic Page

Select Log out to
exit OpenEyes
Programme

The screenshot shows the OpenEyes Virtual Clinic interface. At the top, the OpenEyes logo is on the left, and navigation links (Home, Virtual Clinic, Theatre Diaries, Partial bookings waiting list, Logout) are on the right. Below the navigation, a login status bar shows 'You are logged in as: Enoch Root' and 'Site: City Road, Firm: Barton Keith (Glaucoma) (Change)'. The main header area has a 'Glaucoma Virtual Clinic' label and a green 'Change Virtual Clinic' button, with a red callout box pointing to it that says 'Select button to change specialism'. Below this is a filter section with dropdown menus for 'Patient List' (set to 'All Patient Lists'), 'Priority' (set to 'All Priorities'), 'Subspecialty' (set to 'Glaucoma'), and 'Firm' (set to 'All firms'). A 'Show Completed' checkbox is also present, and a green 'Search' button is on the right. A red callout box below the filters states: 'The relevant options can be selected from the drop down menus to filter the information visible in the area below.' Below the filters is a table of referred patients. The table has columns: Patient List, Patient, Priority, Referral Date, Firm, Created By, Clinic Info, Referral Notes, and Actions. Three rows of patient data are shown. Each row has 'Close Referral' and 'History' buttons in the Actions column. A red callout box at the bottom of the table states: 'Displays all the referred patients to 'Virtual Clinic''.

OpenEyes

Home Virtual Clinic Theatre Diaries Partial bookings waiting list Logout

You are logged in as:
Enoch Root

Site: City Road, Firm: Barton Keith (Glaucoma) (Change)

Glaucoma Virtual Clinic

Change Virtual Clinic

Select button to change specialism

Patient List: Priority: Subspecialty: Firm: Show Completed:

- Please Select - - Please Select - Glaucoma All firms ☐ Search

All Patient Lists All Priorities

The relevant options can be selected from the drop down menus to filter the information visible in the area below.

Patient List	Patient	Priority	Referral Date	Firm	Created By	Clinic Info	Referral Notes	Actions
Clinic Reviewed	1000029 - 238480888 - HAWKINS, Jessica (Mrs) (80)	red	18 Nov 2014	Barton Keith	Enoch Root	Follow up in 10 months at City Road	yes yes	Close Referral History
Clinic Reviewed	1000004 - 8288023071 - COBBY, Derek (Mr) (87)	-	17 Nov 2014	Barton Keith	Enoch Root	Follow up in 5 months at Barking	doing OK. continue in SMS	Close Referral History
Clinic Reviewed	1000056 - 2788136080 - AARONSON, Darby (Mr) (45)	-	13 Nov 2014	Barton Keith	Enoch Root	Follow up in 1 week at Boots Opticians		Close Referral History

Displays all the referred patients to 'Virtual Clinic'

Review Patient

Doctors should review the patients in the following order:

1. *Select review patient*
2. *Review area opens*
3. *Enter notes into appropriate area*
4. *Add outcome, including timeframe and location,*
5. *Add prescription (see page 7 for further details on how to do this)*
6. *Add correspondence (see page 9 for details)*
7. *Select OK to save information*

1. From the list patients displayed within the **'Virtual Clinic'** area select the option from the **'Actions'** column.

Review Patient

Patient List	Patient	Priority	Referral Date	Firm	Created By	Clinic Info	Referral Notes	Actions
Glaucoma Reviewed	1000054 - 2164324731 - BLACKWOOD, Roger (Mr) (58)	green	16 Oct 2014	Barton Keith	Enoch Root	Right glaucoma associated with vascular disorder Technician Screening 1A IOP RE:10 [434]	asdasd	Close Referral History
Glaucoma Review	1000010 - 4383191874 - TREFFRY, Iris (Mrs) (92)	green	14 Jun 2014	Brookes John	Enoch Root	IOL: 10 mmHg on the right, and 10 mmHg on the left	Stable: sb JEM	Review Patient
Glaucoma Review	1000010 - 4383191874 - TREFFRY, Iris (Mrs) (92)	red	14 Jun 2014	Brookes John	Enoch Root	IOL: 10 mmHg on the right, and 10 mmHg on the left	Needs to see Aachal	Review Patient

2. The **'Review'** area opens.

Virtual Clinic: Patient is in Glaucoma Virtual Clinic, Clinical Review
Clinical Review (18 Nov 2014)
Clinic Info: Technician Screening 1A

Review Patient
Notes:
Outcome:

- Please select -
Discharge
Follow up

[OK](#) [Cancel](#)

[Correspondence](#)
[Prescription](#)

3. Use the **'Notes'** field to write relevant notes/comments.

Notes:

- Select the appropriate '**Outcome**' option from the drop down menu.

Outcome: OK Cancel - Please select -
Discharge
Follow up

- Select OK to save information entered or Cancel to discard the information.

Do not select Ok if a prescription or Correspondence is to be created continue to the prescription and correspondence section.

- The patient status will change from '**Review**' to '**Reviewed**'; this can be viewed under the '**Patient List**' heading.

Patient List	Patient	Priority	Referral Date	Firm	Created By	Clinic Info	Referral Notes	Actions
Glaucoma Reviewed	1000054 - 2164324731 - BLACKWOOD, Roger (Mr) (58)	green	16 Oct 2014	Barton Keith	Enoch Root	Right glaucoma associated with vascular disorder Technician Screening 1A IOP RE:10 [434]	asdasd	Close Referral History
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Prescription

- To create a prescription select the Prescription shortcut situated within the '**Review**' area.

Virtual Clinic: Patient is in Glaucoma Virtual Clinic, Clinical Review

Clinical Review (18 Nov 2014)

Clinic Info:
Technician Screening 1A

Review Patient

Notes: Correspondence Prescription

Outcome: OK Cancel - Please select -
Discharge
Follow up

- The '**Prescription**' form opens below within the '**Review**' area.

Prescriptions can be:

- Saved as draft*
- Selecting the 'Save and Print' green button shows Print Preview.*

Create Cancel Save draft Save and print

Prescription

Patient is allergic to: Penicillin, Sulphonamides

Event Date:

Add Item: Filtered by: No preservative ☐

or search formulary

Add Standard Set:

Other Actions: Add Repeat Prescription Clear Prescription

Drug	Dose	Route	Options	Frequency	Duration
Comments: <input type="text"/>					

Create Cancel Save draft Save and print

Prescription

Patient is allergic to: Penicillin, Sulphonamides

Event Date:

Add Item: Filtered by: No preservative ☐

or search formulary

Add Standard Set:

Other Actions: Add Repeat Prescription Clear Prescription

Drug	Dose	Route	Options	Frequency	Duration
Comments: <input type="text"/>					

Button only appears if there is a previous prescribing history.

- Enter the required event date.
- Select the appropriate option from the 'Add Item' drop down menu.
- If required option not found within list, select a SNOMED CT term by typing into the dynamic text box
- Select the appropriate option from the 'Add standard set' drop down menu.
- Select the appropriate option from the 'Filtered by' drop down menu.
- Select the appropriate 'administration' options from the grey area of the form.
- Drug Dose Route Options Frequency Duration ; will be visible on prescription.

Comments:

- Select the Save and print button to print prescription.
- Select OK to save information entered or Cancel to discard the information.

Do not select Ok if Correspondence is to be created continue to the prescription and correspondence section.

- The patient status will change from **'Review'** to **'Reviewed'**'; this can be viewed under the **'Patient List'** heading.

Patient List	Patient	Priority	Referral Date	Firm	Created By	Clinic Info	Referral Notes	Actions
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Glaucoma Review	1000010 - 4383191874 - TREFFRY, Iris (Mrs) (92)	red	14 Jun 2014	Brookes John	Enoch Root	IOL: 10 mmHg on the right, and 10 mmHg on the left	Needs to see Aachal	Review Patient

Correspondence

- To create a prescription select the [Correspondence](#) shortcut situated within the **'Review'** area.
- The **'Correspondence'** template opens below within the **'Review'** area.

Create
Cancel
Save draft
Save and print

Correspondence

Event Date:
29 Jul 2014

Letter

Moorfields at City Road

- Recipient -

Dr Yuri Zhivago
83 Wintour Lane
Northop
Heald Green
Lothian
GH14 2DH

- Macro -
2 Aug 2013

Clinic Date:
2 Aug 2013

Direct Line:
020 7566 2576

Dear Zhivago,
☒ Nickname

- Introduction -

Kathryn Howard, 49, Trueman Avenue, Abbots Ripton, QY12 8UN, DOB: 15 Dec 1979, Hosp No: 1000024, NHS No: 209 604 2021

- Findings -

This 33 year old woman was discharged from hospital today.

- Diagnosis -

- Diagnosis: mixed diabetic maculopathy
- Operation: Right Biopsy of iris
- Prescription: Chloramphenicol 0.5% eye drops, 1 drop(s) qid Eye (Right) for 7 days
Chloramphenicol 0.5% eye drops, 1 drop(s) qid Eye (Right) for 7 days
Dexamethasone 0.1% eye drops, 1 drop(s) qid Eye (Right) for 1 month
Cyclopentolate 1% eye drops, 1 drop(s) qid Eye (Right) for 7 days

- Management -

- Drugs -

No GP action is required. The patient has been advised of the importance of taking their topical medication. [Pro] has been given an appointment for post-operative review in 2 weeks time.

- Outcome -

From:
type to search for users

Yours sincerely

Mr Test User
user role
Consultant: Dr Adnan Tufail

- Cc -

Patient: Mrs Kathryn Howard, 49 Trueman Avenue, Abbots Ripton, QY12 8UN
Mrs Smith, 11 Hill Road, London

Enclosures:

xray Remove
blood tests Remove
Add

View
Edit
Print
Print all

1. Enter appropriate **'Event'** date.
2. Select appropriate **'Site'** from the drop down menu.
3. Select appropriate option from **'Recipient'** drop down menu.
4. Select appropriate option from the **'Macro'** drop down menu.
Use template in macros for the selected service, macro date prepopulated with today's date.
5. Clinic date is empty, enter appropriate date.
To change click into the date area.

- Patient address details, NHS and Hospital Numbers are visible in the box just below the patient name.
- Select the appropriate option from the **'Introduction'** drop down menu.
- Select the appropriate option from the **'Findings'** drop down menu.
- Select the appropriate option from the **'Diagnosis'** drop down menu.
- Select the appropriate option from the **'Management'** drop down menu.
- Select the appropriate option from the **'Drugs'** drop down menu.
- Select the appropriate option from the **'Outcome'** drop down menu.
- To Spell check right-click within the body of the letter.*
- Within the **'From'** field type the surname of the required staff and then select from list of names populated.
- Select the appropriate option from the **'CC'** drop down menu.
- Add any attachments (eg: Xrays or Blood Tests) by selecting the **Add** button.
- Select **Print** to print one copy
- Select **Print all** to print all letters including copies.

View Edit  Print Print all

- Select the **'Edit'** tab to make any changes after the document has been saved.
- Letters can only be edited by the creator of the document. Letters can only be deleted once the reason*
- Within the review area, select the green **Save draft** button to save document as a draft or the green **Save and print** button to print and save the document simultaneously.
- Select **OK** to save information entered or **Cancel** to discard the information.
- The patient status will change from **'Review'** to **'Reviewed'**; this can be viewed under the **'Patient List'** heading.

Patient List	Patient	Priority	Referral Date	Firm	Created By	Clinic Info	Referral Notes	Actions
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Logging Off

- Select **Logout** from the tab located top right hand corner of the screen. *This can be seen from any screen within OpenEyes.*

Home Virtual Clinic Theatre Diaries Partial bookings waiting list **Logout**

You are logged in as: Enoch Root Site: City Road, Firm: Barton Keith (Glaucoma) [\(Change\)](#)